

Nicasio School District

**Agreement between
the Governing Board of the Nicasio School District**

and

Nicasio Teachers Association

Term

July 1, 2021- June 30, 2024

Approved by the Nicasio Board of Trustees

Date November 17, 2022

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ARTICLE I. RECOGNITION

- A. The Governing Board of Nicasio School District (hereafter referred to as “District”) confirms its recognition of the Nicasio Teachers Association (hereafter referred to as “Association”) as the exclusive representative for the following certificated employees (hereafter referred to as “Employees”) of the District.
 - 1. Full-time
 - 2. Regular part-time
 - 3. Temporary
- B. Excluded employees include, but are not limited to, Management, Supervisors, Confidential employees, and Substitute teachers.

ARTICLE II. AGREEMENT

A. Bilateral Agreement

The sections and provisions contained herein constitute a bilateral and binding agreement by and between the District and the Association.

B. Duration

This Agreement shall be in effect from July 1, 2021 through June 30, 2024.

C. Reopeners

For the purposes of negotiations, each party may reopen annually on Article VI Benefits, Article VII Salaries, and one additional article of each party’s choice.

ARTICLE III. MANAGAGEMENT RIGHTS

- A. The exercise of the powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

- B. It is understood and agreed that the District retains all of its powers and authority to direct, to manage, and control to the full extent of the law. The powers and authority retained by District include, but are not limited to the following.
1. Exclusive right to determine the times and hours of operation
 2. The kinds and level of services to be provided
 3. The methods and means of providing them
 4. To establish the District's educational policies, goals, and objectives
 5. To ensure the rights and educational opportunities of students
 6. To determine staffing patterns and the number and kinds of personnel required
 7. To maintain the efficiency of District operations
 8. To determine the curriculum
 9. To build, move, or modify facilities
 10. To establish budget procedures and determine budgetary allocations
 11. To determine the methods of raising revenues
 12. To take action on any matter in the event of an emergency

Unless otherwise specifically and expressly provided for in the Agreement, the District retains the right to hire, classify, assign, transfer, evaluate, promote, reprimand, and terminate employees. Nothing herein may be construed as limiting either the District's or Association's right to pursue a legal remedy in court of competent jurisdiction regarding the provision of this Agreement or rights under the law.

ARTICLE IV. PERSONNEL RECORDS

A. File Contents

1. There shall be a single personnel file for each Employee. Personnel files shall be kept in the central administrative office of the District.
2. All material placed in an Employee's personnel file shall be dated and signed by the person who caused the documents or statements to be prepared.
3. The personnel file shall be confidential and available only to the Administrator or officers or other agents of the District in the course of conducting District Business.

B. Inspection and Copying

Within a reasonable period following a request, to the extent permitted by law, an Employee shall have the right to inspect his/her own personnel records during times when Employee is not scheduled to instruct students. Such inspections shall occur in the presence of the Superintendent/Designee. Upon written authorization by the Employee, an Association representative or person selected by Employee, may review the

Employee's file or accompany the Employee in his/her review of the file. Within a reasonable period following a request, an Employee may obtain a copy of materials in his/her personnel records.

C. Derogatory Material

1. Information of a derogatory nature shall not be entered or filed unless and until the Employee is given ten (10) calendar days notice, and an opportunity to review and comment thereon. The Employee shall have the right to enter and have attached to any such derogatory documents or statements, his/her own comments thereon. Such review shall take place during normal business hours but not during times when Employee is scheduled to instruct students.

ARTICLE V. LEAVES

A. Personal Illness and Injury Leave

1. Full time Employees shall be entitled to ten (10) days of leave with full pay for each school year for purposes of personnel illness or injury. Employees who work less than full time shall be entitled to such proportion of the ten (10) days leave as the number of hours per week of scheduled duty bears to the number of hours for a full-time employee in a comparable position.
2. The District may require an Employee to present a doctor's certificate verifying an illness or injury for an absence of three (3) or more consecutive days and/or providing medical authorization to return to work.
3. Whenever possible, an Employee must contact the District Office by 5:00 pm, or earlier, on the day prior to the absence, if the need to be absent is known, to permit the District time to secure substitute service. Insofar as possible, an Employee taking sick leave shall notify the District of the intent to return to work no later than 2:00pm of the day preceding such intended return.

B. Personal Necessity and Personal Business Law

1. Employees covered by this Agreement shall be entitled to use a maximum of seven (7) days of accrued sick leave each school year for personal necessity.

2. Employees shall not be required to secure advance permission for leave taken for any of the following reasons:
 - a. Death or serious illness of a member of the Employee's immediate family.
 - b. An accident involving the Employee's property or property of any member of the Employee's immediate family.
3. An immediate family member shall be defined as:
 - a. Significant other residing in the household of the Employee
 - b. Mother, father, grandmother, grandfather, or grandchild of the Employee or spouse of the Employee
 - c. Spouse, son, son-in-law, daughter, daughter-in-law, the mother-in-law, father-in-law, brother or sister of the Employee, stepchild, or any relative living in the immediate household of the Employee.
4. With prior written approval of Principal/Superintendent, personal necessity leave may be granted for events of a serious nature, which the Employee cannot reasonably be expected to disregard, and which require the attention of the Employee during assigned hours of service.
5. Whenever possible, Employees shall give the District twenty-four (24) hours advance notice of the date(s) and reason(s) for leave due to personal necessity.
6. Employees may use three (3) of the seven (7) personal necessity days for personal business. The Employee shall determine what constitutes personal business.

C. Bereavement Leave

An Employee shall be entitled to a maximum of three (3) days leave of absence, or five (5) days of absence if traveling more than three hundred miles one way is required, without loss of salary on account of the death of any member of the Employee's immediate family is defined in B.3.

D. Industrial Illness Leave

1. A person who has been employed by the District for thirty-six (36) months shall be entitled to industrial accident leave as provided by law (Education Code 44984).
2. Allowable leave shall be for a maximum of sixty (60) days during which the District is required to be in session or when the Employee would otherwise have been performing work for the District in any one (1) fiscal year for the same industrial accident.
3. The District has the right to have the Employee examined by a physician selected by the District.

E. Maternity Disability Leave

The District shall provide for leave of absence from duty for any Employee who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery from the same, in accordance with applicable law (Education Code 44965).

F. Differential Pay

As provided by law (Education Code 44977), when an Employee has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his/her duties on account of illness or accident, for an additional period of five school months, the amount deducted from the salary due him/her for any additional five months in which absence occurs shall not exceed the sum that is actually paid to a substitute Employee employed to fill his/her position during his/her absence or, if no substitute Employee was employed, the amount that would have been paid to the substitute had one been employed.

G. Family Medical Leave Act and California Family Rights Act (FMLA and CFRA)

1. The District shall provide each Employee with leave as required by CFRA and FMLA.
2. FMLA and CFRA leave shall run concurrently with other paid or unpaid leave which Employee qualifies for under this Agreement or applicable law.

H. Other Unpaid Leaves

Unless otherwise provided in this Agreement or by law, Employees shall obtain District's advance written approval to take any leave from Employee's duties. Except in an emergency, as determined by District, a written request for leave shall be submitted at least ten (10) calendar days prior to the next regularly scheduled meeting of the Governing Board. The request shall include the period of specific reason(s) for the requested leave.

ARTICLE VI. BENEFITS

- A. Employees shall be entitled to enroll in the medical, dental, and vision plans contracted for by District. Employees may also enroll their eligible "dependents" and "domestic partners" as defined and permitted by the carrier and applicable law. The District will contract for the same medical, dental, and vision plans that Marin County Office of Education ("MCOE") makes available to its employees provided the carriers permit the District to contract for the plans through MCOE at MCOE's rate by direct contract at a rate that is less than or equal to MCOE's rate.
- B. The District shall contribute a sum equal to and not to exceed a cap at single coverage for medical, dental and vision plans for full time (.75 FTE to 1.0 FTE) Employees and their eligible dependent/domestic partners.
- C. Effective July 1, 2006, the District's contribution for such medical, dental, and vision plans, for part-time Employees (.50 FTE up to .75 FTE and their eligible dependents/domestic partners shall be a prorated portion of the "cap" based upon his/her FTE.
- D. Part-time Employees whose FTE is less than half-time (-.50FTE) may enroll themselves and their eligible dependents/domestic partners in such plans at their sole expense.
- E. An IRC 125 Plan shall be made available to all Employees if a plan is available through MCOE at no cost to the District.

ARTICLE VII. SALARIES

A. Salary Schedule-Appendix A

1. Each full-time Employee shall be paid in accordance with his/her placement on the salary schedule approved by the Board of Trustees and attached as Appendix A.

2. On a pro-rata basis, a part-time Employee shall be paid in accordance with his/her placement of the salary schedule.
3. Employees shall receive an additional \$500 per year for a Master's Degree.
4. Effective July 1, 2021 the salary schedule will be increased by two percent (2%).
Effective July 1, 2022 the salary schedule will be increased by two percent (2%)
Effective July 1, 2023 the salary schedule will be increased by two percent (2%).

B. Initial Schedule Placement

1. Initial placement on the salary schedule shall be made in accordance with the guidelines below.
2. Only semester units earned at an accredited college or university after the award of a bachelor's degree shall be considered in making the initial placement.
3. A new Employee with no previous teaching experience shall be placed on Step 1 of the appropriate column.
4. Only full-time teaching experience in a state accredited school outside the District shall be recognized for salary placement purposes, at the rate of one (1) step (increment) for each full year of experience. Initial placement shall not be higher than Step 10 of the appropriate column. The Superintendent may grant up to 13 years experience credit (maximum initial step placement at Step 14) for initial placement of employees hired to serve in hard to fill positions or as they deem appropriate.

C. Subsequent Schedule Movement

All course work units taken for salary credit after initial employment shall be from an accredited college or university or continuing education units paid by the Employee.

D. Definition of Terms

1. The term units as used in Article VII means semester units. One quarter unit equals two-thirds (2/3) of a semester unit.

2. In order for units to be approved for placement on the salary schedule, original transcripts reflecting successful completion must be submitted to the District.
3. Salary schedule credits shall be granted only for a course grade of "C" or above, or a "Pass" for courses not providing letter grades.
4. All units completed by September 2nd of any year, shall be counted for salary placement purposes for that year provided original transcripts are received by the District no later than October 30th.

E. Mileage

When Employees are required to use their personal vehicles for school business, they will be reimbursed at the current IRS rate for mileage provided Employee completes District's reimbursement form.

F. Daily Rate for Overnight Field Trips

The stipend for teachers for overnight field trips will be paid at the rate of \$200.00 per day.

G. Prep-time Provided through the Nicasio Foundation Specialist Program

Teacher prep-time is dependent on the Nicasio Foundation Specialist Program. Prep time is determined if a specialist program is funded by the Nicasio Foundation. Prep time will be equal for all grade level teachers. Uncredentialed specialists require certificated teacher presence during the prep time.

H. Hourly Rate of Pay

Employees who are asked to perform compensated extra duties by the District shall be paid at the contract rate of \$50.00 per hour.

ARTICLE VIII. CLASS SIZE

- A. When a teacher has a concern over his/her class size, he/she may meet with the superintendent/principal to discuss the class size as it relates to the concerns of the teacher and the educational needs of the school.
- B. If a satisfactory resolution has not been achieved, the Association, upon request of the teacher, may meet with the superintendent/principal to discuss alternatives. The District shall consider measures reasonably possible and consistent with sound educational policy to assure equitable class size.

- C. Superintendent/Principal shall have final authority to determine class size.

ARTICLE IX. GRIEVANCE PROCEDURES

A. Definitions

1. A "grievance" is a claim by one or more Employees and/or the Association that there has been a violation, misinterpretation, or misapplication of this Agreement.
2. A "grievance" may be any one (1) or more Employees covered by the terms of this Agreement.
3. A "day" is any duty day in which the District Office is open for business.
4. Administrator is the person employed by the District to act as Principal/Superintendent/Designee.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to alleged violations, misinterpretations or misapplication of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Time Limits

1. If the grievant does not act within any of the time limits in each level, grievant's right to do so shall be deemed waived.
2. If the District fails to respond within any of the time limits in each level, the grievant may appeal the grievance to the next level.
3. The grievance process must be initiated within ten (10) days after grievant knows or reasonably could have known of the alleged occurrence or failure to take action which led to the grievance.
4. Time limits may be shortened or extended upon the mutual written agreement of the parties involved. Time limits shall be computed excluding the day communications are received and including the last day.

D. General Provisions

1. All documents or decisions required to be served on the grievant shall be served personally, by email, at the grievant's district email address, or by certified mail, return receipt requested, at the grievant's last known mailing address of record unless grievant specifies a different email address in the grievance.

Service on the District shall be by personal delivery to the Superintendent, or by certified mail at the District Office, attention Superintendent, or to the Superintendent's district email MCOE address.

If served by certified mail, the document or decision shall be deemed served on the actual date of receipt or two (2) days after deposit in the mail, whichever is earlier, properly addressed with postage paid.

2. To minimize disruption to classes, whenever possible, meetings and other matters related to grievances shall be held when classes are not in session.
3. No reprisals of any kind shall be taken by the Superintendent/Representative of the Administration or the Board against participants in the grievance procedure by reason of such participation.
4. The grievant may be represented by him/herself at any level of grievance procedure; and/or, at his/her option, by a representative of his/her choice.

E. Procedure

Level I (Informal)

1. Before filing a written grievance (Appendix B), the Employee shall attempt to resolve the problem in an informal conference with the Principal, within ten (10) days of the act or omission (or the date the grievant should reasonably have been aware of same) giving rise to the grievance. The Principal shall respond to the informal grievance in writing within ten (10) days after the informal conference.

Level II (Written)

1. If the informal grievance is not resolved by a conference with the Principal, the grievant may proceed to Level II by preparing a written statement of the grievance,

using the Level II Grievance Form (Appendix B). The grievant shall identify the specific Article(s) Sections of the CBA which allegedly have been violated, misinterpreted or misapplied and shall serve the completed form on the Superintendent within ten (10) days after service of the informal response.

2. The appeal shall include a copy of the original grievance, the Level I and Level II responses, and a concise statement of the scope and the reasons for the appeal and the remedy sought.
3. The Governing Board shall hear the grievance at a closed session at the next regularly scheduled meeting as long as the appeal is received in the District office at least ten (10) days prior to the scheduled meeting date.
4. The decision of the Governing Board shall be final.

ARTICLE X. ASSIGNMENT AND REASSIGNMENT

A. Upon initial employment, assignment of a classroom and grade level (s) shall be made by the Superintendent/Principal.

B. Vacancies

In the event of a vacancy, before advertising for the position, the Superintendent/Principal shall inform Employees by posting a notice in the District Office or by email. Interested Employees may submit a written reassignment request to the Principal within five (5) days after the notice of vacancy is posted or emailed.

C. Reassignment

1. "Reassignment" shall mean the change of an Employee's grade level assignment.
2. In the event of reassignment where no vacancy is involved, the Superintendent/Principal shall consult with the affected Employee(s), as early as is reasonable and attempt to reach agreement.
3. If no agreement is reached, Superintendent/Principal shall make the reassignment(s) as he/she determines is appropriate.

D. Annual Notification

1. By June 1, Employees shall be notified of their tentative grade level assignments and classroom locations for the coming school year.

2. The District and the Association recognize that special circumstances beyond the control of the District may necessitate reassignment during the summer. The affected Employees shall be given written notice within ten (10) days of the District's knowledge of the change.

ARTICLE XI. EVALUATION

A. Frequency

1. Every temporary, first and second year Employee shall be evaluated by the District, in writing, at least once each school year. Thereafter, Employees shall be evaluated at least once every two (2) years.
2. Employees shall be evaluated by the Superintendent/Principal.
3. The evaluation shall be completed no later than thirty (30) days before the last school day on the school calendar.

B. Pre-Evaluation Meetings

1. Employees who are to be evaluated during the school year shall be furnished a copy of the evaluation procedures and advised of the criteria upon which the evaluation is to be based no later than October 1.
2. The evaluation criteria shall be in accordance with California Standards as follows:
 - a. Engages and supports all students in learning.
 - b. Creates and maintains effective environments for student learning.
 - c. Understands and organizes subject matter for student learning.
 - d. Plans instruction and designs learning experiences for all students.
 - e. Assesses student learning.
 - f. Develops as a professional educator.

C. Observations and Visitations (Appendix C-2)

1. Each Formal Evaluation shall be based on not less than two (2) scheduled classroom observations by the Superintendent/Principal.
 - a. A scheduled observation shall be preceded by a conference between the Superintendent/Principal and the Employee. The conference shall be at least two (2) days prior to the observation.
 - b. The purpose of the conference will be to clarify the goals and objectives of the class to be observed.
 - c. The provision does not preclude non-scheduled observations and/or informal classroom visitations as an additional basis for evaluation. However, any note or written information from the observations and/or informal classroom visitations will be shared with the teacher within five working days.
2. The Superintendent/Principal shall meet with the Employee within five (5) days of a formal observation and provide a signed and dated Certificated Observation Report.
3. If one (1) or more the Certificated Observation Reports are negative, the Employee may request one (1) additional scheduled observation conference, and Certificated Observation Report. At the conference, the Superintendent/Principal shall make recommendations for improvement in the areas deemed unsatisfactory, which may include in-service training and/or participation in conferences which shall be at District cost.

D. The Formal Evaluation (Appendix C-3)

1. The final written evaluation shall be delivered and discussed at a conference scheduled specifically for the purpose, between the Superintendent/Principal and the Employee.
2. The conference shall be held no later than thirty (30) days prior to the last school day on the school calendar.
3. The Superintendent/Principal shall present the written evaluation and discuss its content with the Employee. The Employee shall sign the written evaluation signifying receipt and awareness of the opportunity to attach a written response in accordance with Education Code 44031. The Employees shall receive a copy of the written evaluation and the original shall be placed in the personnel life.

ARTICLE XII. THIRD PARTY COMPLAINTS ABOUT EMPLOYEES

- A. Except when contrary to applicable law, Board Policy or Administrative Regulation, the Superintendent/Principal and/or Governing Board will encourage a complainant to meet with the Employee before discussing the concern or complaint with the complainant.
- B. Employee shall meet with a complainant and attempt to resolve a concern or complaint by mutual agreement. Upon request of either the complainant or Employee, the Principal will attend the meeting to facilitate a resolution.

ARTICLE XIII. HOURS/WORK YEAR

A. Teaching Hours

- 1. The District and the Association recognize that grade-level and other program requirements may result in disparate teacher-student contact time.
- 2. The on-site workday shall be seven (7) hours. Employees shall be on-site fifteen (15) minutes prior to commencement of instruction. Employees will be required to perform the following extra duties outside the workday:
 - a. Field Trips mutually agreed upon by Employee and District
 - b. IEP and SST Meetings
 - c. Back to School Night
 - d. Winter Holiday Program
 - e. Open House
 - f. One Nicasio Foundation fundraising event (at no charge to the employee)
- 3. Staff meetings/PLC meetings will be held every Wednesday, early release day. Meetings will not exceed seventy-five (75) minutes.
- 4. The Employee's lunch break will be duty free and no less than forty (40) minutes. Employees may leave school during the lunch break after notifying the office.

5. The work year will be a total of one hundred eighty-six (186) days. One hundred eighty (180) of these days shall be instructional days, three (3) shall be teacher workdays, and three (3) shall be professional development days to be organized by the District.
6. Teachers will receive a fifteen (15) minute recess break in the morning. Teachers on yard duty will be provided at least a five (5) minute relief break.
7. Supervision duties shall be assigned on a rotational basis and be equitably distributed and developed by the Principal.

ARTICLE XIV. ACADEMIC FREEDOM

- A. Teachers shall have the responsibility for determining grades for students in accordance with the standards for grading as established by district policy, and administrative rules and regulations. Such grades may not be changed except as permitted by applicable law, district policy, rules, and regulations.
- B. The teacher must be free to think and express ideas, free to select and employ materials, and follow methods and educationally acceptable learning styles of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Such academic freedom shall be subject to standards of professional responsibility with regard for the maturity level of students, laws of the State of California, District policy, and administrative rules and regulations.

IN WITNESS WHEREOF the parties hereto executed this Agreement.

NICASIO SCHOOL DISTRICT



Barbara Snekkevik

For the District

Date: 12.13.2022

NICASIO TEACHERS ASSOCIATION



Kristy Snaith

For the Association

Date: 12/13/22

Nicasio School District
 Certificated Salary Schedule
 Effective 7-1-2023

DRAFT

Step	BA + 30 III	BA + 45 IV	BA + 60 V	BA + 75 VI
1	60,992	62,716	64,780	67,043
2	62,942	65,035	67,373	69,722
3	64,893	67,377	70,001	72,443
4	66,843	69,733	72,660	75,193
5	68,781	72,105	75,347	77,979
6	70,706	74,483	78,059	80,786
7	72,616	76,867	80,794	83,613
8	74,502	79,250	83,540	86,454
9	76,364	81,628	86,298	89,307
10	78,200	83,996	89,059	92,168
11	-	86,346	90,840	94,010
12	-	87,210	92,566	95,792
13	-	88,084	94,232	97,521
14	-	88,965	95,834	99,177
15	-	89,853	97,367	100,765
16	-	-	98,339	101,771
17	-	-	99,357	102,791
18	-	-	100,318	103,820
19	-	-	101,321	104,857
20	-	-	102,335	105,906
21	-	-	-	106,434
22	-	-	-	106,965
23	-	-	-	107,500
24	-	-	-	108,038
25	-	-	-	108,576

Masters Stipend

500

Board Approved: December 14, 2022
 Approved increase: 2.00%
 Substitute schedule revised: Nov. 4, 2021

Sub Rate: \$ 175 per day
 Long term sub rate: (10 consecutive days) \$ 195 per day
 Half day: \$100
 CELDT Test: \$35.00

APPENDIX B

**NICASIO SCHOOL DISTRICT
Grievance Form – Level II**

Date/Time of Receipt by Superintendent's Office
_____, 200____, at _____ a.m/p.m.

Name of grievant: _____

Date of event giving rise to the grievance: _____

Date that grievant was aware of act or omission giving rise to the grievance: _____

Brief description of the grievance: _____

Article(s) and Section(s) of the Collective Bargaining Agreement alleged to have been violated, misinterpreted or misapplied.

Remedy sought (The remedy cannot be inconsistent with the provisions of the Collective Bargaining Agreement.): _____

Response from Administrator to be rendered within ten (10) days of receipt the Level I response.

Signature: _____

Date: _____

APPENDIX C-3
NICASIO SCHOOL DISTRICT
Certificated Evaluation Form

Evaluatee: _____

Key: S = Satisfactory U = Unsatisfactory

Evaluator: _____

Date of Evaluation: _____

Observation Dates: _____

Conference Dates: _____

Standard One: Engages and Supports All Students in Learning	S	U
<i>Connects students' prior knowledge, life experience, and interests with learning goals.</i>		
<i>Uses a variety of instructional strategies and resources to respond to students' diverse needs.</i>		
<i>Facilitates learning experiences that promote autonomy, interaction, and choice</i>		
<i>Engages students in problem solving, critical thinking and other activities that make subject matter meaningful.</i>		
<i>Promotes self-directed, reflective learning for all students.</i>		

Comments:

Standard Two: Creates and Maintains Effective Environment for Student Learning	S	U
<i>Creates a physical environment that engages all students.</i>		
<i>Establishes a climate that promotes fairness and respect.</i>		
<i>Promotes social development and group responsibility.</i>		
<i>Establishes and maintains standards for student behavior.</i>		
<i>Plans and implements classroom procedures and routines that support student learning.</i>		
<i>Uses instructional time effectively.</i>		

Comments:

Standard Three: Understands and Organizes Subject Matter for Student Learning	S	U

<i>Demonstrates knowledge of subject matter content and student development.</i>		
<i>Organizes curriculum to support student understanding of subject matter.</i>		
<i>Plans and implements classroom procedures and routines that support student learning.</i>		
<i>Uses instructional time effectively.</i>		
<i>Interrelates ideas and information within and across subject matter areas.</i>		
<i>Develops student understanding through instructional strategies that are appropriate to the subject matter.</i>		
<i>Uses materials, resources, and technologies to make subject matter accessible to students.</i>		

Comments:

Standard Four: Plans Instruction and Designs Learning Experiences for All Students	S	U
<i>Draws on and values students' backgrounds, interests, and developmental learning needs.</i>		
<i>Establishes and articulates goals for student learning.</i>		
<i>Develops and sequences instructional activities and materials or student learning.</i>		
<i>Designs short-term and long-term plans to foster student learning.</i>		
<i>Modifies instructional plans to adjust for student needs.</i>		

Comments:

Standard Five: Assesses Student Learning	S	U
<i>Establishes and communicates learning goals for all students.</i>		
<i>Collects and uses multiple sources of information to assess student learning.</i>		
<i>Involves and guides all students in assessing their own learning.</i>		
<i>Uses the results of assessments to guide instruction.</i>		
<i>Communicates with students, families, and other audiences about student progress.</i>		

Comments:

Standard Six: Develops as a Professional Educator	S	U
<i>Reflects on teaching practice and plans professional development.</i>		
<i>Establishes professional goals and pursues opportunities to grow professionally.</i>		
<i>Works with communities to improve professional practice.</i>		
<i>Works with families to improve professional practice.</i>		
<i>Works with colleagues to improve professional practice.</i>		

Balances professional responsibilities and maintains motivation.

Comments:

Summative Comments

1) Re: **Teacher** and District Developed Goals

2) Re: General Comments

Signature acknowledges receipt of this document and does not necessarily indicate any agreement with the conclusion of the evaluator. Employee has a right to attach comments to this document and have them placed in employee's personnel file.

Evaluator's Signature

Employee's Signature

Date _____

Date _____